

SIoux FALLS CONVENTION CENTER



Payment Form

Our Policy requires that 100% payment accompany all advance orders for services. This form, containing your Credit Card information or accompanied by check, must be completed and forwarded to the Sioux Falls Convention Center prior to the show. PAYMENTS RECEIVED LESS THAN 10 DAYS BEFORE SHOW MOVE IN ARE NOT ELEGIBLE FOR ADVANCE RATES AND WILL BE CHARGED FLOOR PRICE.

CREDIT CARD INFORMATION

(VISA/MASTERCARD ONLY - NO OTHER CREDIT CARDS ACCEPTED)

PRINT: Card Holder Name

Card Holder Address

Account Number

Visa

Master Card

Exp. Date

Card Holder Signature

Date

Advance charges may also be paid by check. At the conclusion of the show, if there is a balance due, an invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after the close of an event for services ordered but not used.

SERVICES ORDERED

Electrical Service _____

Booth Equipment _____

TOTAL AMOUNT DUE (CREDIT CARD PAYMENT OR CHECK FOR THIS AMOUNT) _____

Name of Event

Date of Event

Booth No.

Firm Name

Phone No.

Firm Address

STREET

CITY

ZIP

Ordered By

(PRINT OR TYPE NAME & TITLE)

OFFICE USE ONLY: \$

RECEIVED ON

CHECK NO.

Return form with payment to:

Sioux Falls Convention Center, Attn: Facility Services, 1101 N. West Ave, Sioux Falls, SD 57104

Phone: (605) 367-4100 Fax: (605) 367-4141